

Application for the post of						Photograph* FOR OFFICIAL USE Staff Code _____ Commence on _____ Next Review _____	
APPLICANT'S PARTICULARS	Full Name (as in identity card)		Chinese Character (if applicable)	Gender * <input type="checkbox"/> Male <input type="checkbox"/> Female			
	Current Address			Contact Mobile: _____ Office: _____ Home: _____			
	Email: _____						
	Date of Birth* _____ _____ _____ _____ _____ _____ _____ _____	Place of Birth*	Race*	Religion*	Identity No. _____ _____ _____ _____ _____ _____		
	Nationality	If holding Singapore PR status Date of PR: _____	Passport No.		Type of Passport		
	Marital status* <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced						
	ACADEMIC & PROFESSIONAL QUALIFICATIONS	Name of Institution (state GCE O levels its equivalent & above, country eg. Australia)		Period		Year of Final exam	Qualification attained Certificate/Diploma/Degree eg Bachelor degree in Accounting (Hons)
from (mm/yy)				to (mm/yy)			
						P <input type="checkbox"/> C <input type="checkbox"/>	
						P <input type="checkbox"/> C <input type="checkbox"/>	
						P <input type="checkbox"/> C <input type="checkbox"/>	
						P <input type="checkbox"/> C <input type="checkbox"/>	
						P <input type="checkbox"/> C <input type="checkbox"/>	
Name of Institution and Type of Course		Period		Type of Professional Certificate Awarded	Select: Pursuing (P) / Completed (C)		
		from (mm/yy)	to (mm/yy)				
						P <input type="checkbox"/> C <input type="checkbox"/>	
						P <input type="checkbox"/> C <input type="checkbox"/>	
						P <input type="checkbox"/> C <input type="checkbox"/>	
						P <input type="checkbox"/> C <input type="checkbox"/>	
SKILLS	Professional Qualification						
	(a) Are you actively pursuing any professional courses? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	If "Yes", please specify details including the no. of papers left: _____						
b) When will you sit for the examination? Please indicate the month(s): _____							
Computer Literacy (E-excellent G-good A-average P-poor)							
<input type="checkbox"/> Microsoft office		Other software application		_____			
<input type="checkbox"/> Internet Savvy							

*selection is not made on these criteria but for administrative purposes.
 *We will use your personal details (eg your name, job title, office phone no. fax and your e-mail and postal addresses) solely for evaluating your suitability for employment and may be shared with relevant personnel involved for the same purpose and for reference checks if you are employed by us.
 To alter your details : If any of these details change, you can update the details we hold by informing HR. **Voluntary Information** : We may ask for further information about you as part of our recruitment procedure*

PARTICULARS OF IMMEDIATE FAMILY*	Name	Relationship	Age	Occupation	Name of Company

EMERGENCY CONTACT	Name	Relationship	Mobile Contact	Home Contact

CHARACTER REFEREES	Name	Address	Contact No. & Email	Profession	Years Known	

Language Proficiency
Please circle the appropriate number, to rate your language proficiency from 1 (very poor) to 5 (excellent):

	Spoken	Read	Written
English : _____	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Second Language: _____	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Others: _____	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Activities
List positions of responsibility held in school, university, civic or professional organisation:

Name of Institution / Organisation	Position of Responsibility Held	Period

Hobbies & Interests

Names of acquaintances in our Firm _____

Where applicable, how many more reservist training sessions will you have to attend and when was your last attendance? ROD Date

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Have you ever been dismissed or suspended from any position? If yes, state when, where and reason _____

Name of companies with whom you have pending applications for employment. (Also give date of application) _____

REMUNERATION	CURRENT	EXPECTATION (Required)
	Basic Salary : \$ _____ p.m	Salary expected : \$ _____ p.m
	Bonus : \$ _____	Career goals : _____
	Commission (if any) : \$ _____	_____
	Other Allowances : \$ _____	_____
Notice required by employer : \$ _____ mth(s)		

*selection is not based on these information, for administrative purposes only.

Furnish below in narrative form, a statement in which you attempt to show through your educational background and experience, why you believe you are qualified to accept the responsibilities involved in the position for which you are applying.

HEALTH & BANKRUPTCY DECLARATION

Health

Have you or are you suffering from any acute or chronic illnesses, disease or physical handicap?

Yes No Period

Are you currently under medication? Yes No

Financial Status

1. Have you been a bankrupt? Yes No (If yes, please indicate date declared as a bankrupt)

2. When have you been discharged from bankruptcy?

3. Have you been financially embarrassed* in the last 12 months before this declaration? Yes No

Please furnish details if Yes

I hereby declare that the above statements are true and correct to the best of my knowledge and belief. If any part is found to be false before or after I am appointed, I am liable to be disqualified or summarily dismissed.

SIGNATURE : _____

DATE :

Offer appointment as : _____

Commencement salary : _____

Approved by : _____

Partner

Date

*Financial embarrassment includes being in debt and unable to pay off bills all the time or have unsecured loans from Ah Longs (Unlicensed Money Lenders) but is not liability to, having an outstanding debt from a court judgement, becoming an undischarged bankrupt, or having unsecured liabilities exceeding three months' salary)

A staff is deemed to be financially embarrassed if he is (a) an undischarged bankrupt; or (b) a judgement debtor; or (c) has unsecured debts and liabilities of more than 3 months of his last salary; or (d) has signed a promissory note or an acknowledgement of indebtedness, including borrowings from unlicensed moneylenders.

A judgment debtor is a person against whom a judgment ordering him to pay a sum of money has been obtained and remains unsatisfied.